Updated April 19, 2016

Requirements	States	
Own Form	AL, CO, CT, DC, FL, HI, ID,IL, IN, IA, KS, MD, MN, MS, MT, NE, NV, NM, NY, NC, ND, PA, PR, SC, SD, TN, TX, UT, VA, WA, WY	These states REQUIRE requests for information to be submitted on the forms they have developed. Links to forms or websites are provided.
Notary	AR, CO, DC, MD, MT, NE, NH, MA, NM, NY, SC, SD, TN, TX, VA	Best to use their form.
Witness	AL, MS, NE, RI, SC, TX	SC will accept notary or witness, TX requires both.
Fee	CA - \$15, CO - \$28 ID - \$20, MN - \$20, PA - \$8, RI - \$10, SC - \$8, VA - \$10, WA-\$20, WY - \$10	Processing fees are reimbursable under Title IV-E administrative expenses.
Original Sig.	CA, CO, DC, MD, NJ, NY, NC, SC, SD, TX, WV, WY, Guam	
Picture ID	AK, UT	

NOTE to California FFH and FFAs: When completing another state's form, CDSS Adam Walsh Unit must always be the "Requestor." NOTE to California County Licensing Agencies: When completing another state's form, always identify your office as the "Requestor."

The subject of the inquiry is NOT the "Requestor."

The subject of the induly is NOT the Requestor.		
State	Contact Information	Procedures / Forms
Alabama	CAN Central Registry Office of Child Protective Services Department of Human Resources 50 Ripley Street Montgomery, AL 36130-4000  Phone: (334) 353-1045 Fax: (334) 242-0939  Contact: Sue Ash, Supervisor E-mail: sue.ash@dhr.alabama.gov	Form: DHR-FCS-1598 CAN Central Registry Clearance Form Required? Yes  Visit the website below or call central clearinghouse (334) 242-9500 for forms and instructions.  Signed release required? Yes and witnessed.  Methods of transmission: Original signature required, mail only.  Fee: no  Web: www.dhr.alabama.gov
Alaska	Department of Health & Social Services 323 East 4th Avenue Anchorage, AK 99051  Phone: (907) 269-4026 Fax: (907) 269-4098  Contact: Ken Saucier or Anna Peratrovich at (907) 269-0329  E-mail: Kenneth.Saucier@Alaska.gov	Form: 06-9437 LIC Clearance Form - Confidential Go to: http://dhss.alaska.gov/ocs/Pages/childprotection/default.aspx  Form Required? Yes— need a photo ID.  Signed release required? Yes  Methods of transmission: Mail, e-mail or fax.  Fee: no  *Allow 30 days for response
Arizona	Arizona Department of Child Safety Office of Licensing & Regulation Background Investigation Unit P.O. Box 6030, Site Code 10-20 Phoenix, AZ 85005-6030  Contact: Gail Martinez E-mail: GMartinez@azdes.gov	Form: Yes. Request for Search of Central Registry for Background Check Put on agency letterhead. Include the information you are requesting, purpose of request, include the person's names, DOB, SS#, and known addresses in state. Form Required? No  Signed release required? Yes Fee: no  Methods of transmission: Mail or Fax

Updated April 19, 2016

Phone: (602) 255-2897 Fax: (602) 265-3993

# Updates for information listed here should be directed to: <u>Lynnette.White-Bowen@DSS.CA.GOV</u>

NOTE to California FFH and FFAs: When completing another state's form, CDSS Adam Walsh Unit must always be the "Requestor." NOTE to California County Licensing Agencies: When completing another state's form, always identify your office as the "Requestor."

The subject of the inquiry is NOT the "Requestor."

State	Contact Information	Procedures / Forms
Arkansas	Arkansas Child Maltreatment Central Registry P.O. Box 1437, Slot S 566 Little Rock, AR 72203 Phone: (501) 682-0402 Fax: (501) 682-0407 Attn: Dennis Robins	Form: Authorization for Release of Confidential Information. Go to: <a href="http://arkedu.state.ar.us/commemos/static/fy0809/4299.html">http://arkedu.state.ar.us/commemos/static/fy0809/4299.html</a> The form is at the bottom of the page. Send Arkansas form and standard cover letter on letterhead.  Form Required? No Signed release required? Yes and notarized  Methods of transmission: Fax preferred  Fee: no
California	California Department of Justice Bureau of Criminal Information & Analysis CACI P.O. Box 903387 Sacramento, CA 94203-3870 Phone: (916) 227-5052 Fax: (916) 227-6364 CACI-Inquiry@doj.ca.gov	Form: Yes - BCIA 4057 Child Abuse Central Index Inquiry Request for Out of State Foster Care & Adoption Agencies.  Form Required? Yes CA Form CA Instructions  Signed release required? Yes – as instructed in link above.  Methods of transmission: Original signature required, mail only  Fee: \$15 Note: Processing fees are reimbursable under Title IV-E administrative expenses.  CA DOJ Website  More info on DSS Adam Walsh Website: CDSS Adam Walsh
Colorado	NEW ADDRESS EFFECTIVE 5/11/2015 CDHS Background Investigation Unit 1575 Sherman Street, Ground Fl. Denver, CO 80203 Phone: (303) 866-7436 or 866-4614 Contact: Shauna Snider	Form: BIU Individual Inquiry Form (do not use the facility form). Form Required? YES  Go to web site for form: http://www.coloradoofficeofearlychildhood.com/#!biu/c1wjw Signed release required? Yes  Methods of transmission: Original signature required; mail only.  Fee: EFFECTIVE 11/16/2015, \$28.00 made payable to CDHS, BIU, Records and Reports. Note: Processing fees are reimbursable under Title IV-E administrative expenses.
Connecticut	Department of Children and Families Careline 505 Hudson Street Hartford, CT 06106  Phone: (800) 842-2288 Phone: (860) 560-7000 Fax: (860) 560-7070  Contact: Dakibu Muley E-mail: Dakibu.Muley@ct.gov	Form: Authorization for Release of Information for DCF CPS Search.  Form Required? Yes  Go to: http://www.ct.gov/dcf/cwp/view.asp?a=2639&Q=548372#Background CPS: Background Search Release Form #3033.  Signed release required? Yes, see instructions at website link.  Methods of transmission: Mail or fax.

	Fee: No
	Website

# Updates for information listed here should be directed to: <u>Lynnette.White-Bowen@DSS.CA.GOV</u>

NOTE to California FFH and FFAs: When completing another state's form, CDSS Adam Walsh Unit must always be the "Requestor." NOTE to California County Licensing Agencies: When completing another state's form, always identify your office as the "Requestor."

The subject of the inquiry is NOT the "Requestor."

State	Contact Information	Procedures / Forms
Delaware	Department of Services for Children, Youth & Their Families 1825 Falkland Road Wilmington, DE 19805  Phone: (302) 892-5814 Phone: (800) 292-9582 Fax: (302) 633-5191 (Do not fax on Wednesdays)  Contact: Beth Kramer	Form: Consent to Release Child Protection Registry Information. Go to: DE Form  Form Required? No. Print form on letterhead. Requests should state that the information is required to comply with the Adam Walsh Child Protection and Safety Act of 2006.  Signed release required? Yes Methods of transmission: Mail or fax  Fee: No  Website:
District of Columbia	Child & Family Services Agency Child Protection Register 200 I Street, SE Washington, DC 20003  Phone: (202) 727-8885 Fax: (202) 727-8040	Form: Child Protection Register Check Application.  Form Required? Yes Fee: No  Signed release required? Yes and notarized.  Method of transmission: Mail only, original signature required.  Website: cfsa@dc.gov
Florida	Department of Children & Families Office of Child Welfare Building 1, Room 300T 1317 Winewood Blvd. Tallahassee, FL 32399  Phone: (850) 717-4511 Fax: (850) 487-6064 Contact Amanda Wheeler E-mail: adamwalsh.requests@myflfamilies.com	Form: FAH form 1561A Go to: Florida's Website  Form Required? Yes.  Signed release required? Yes  Methods of transmission: Mail, fax or e-mail  Fee: No Website:
Georgia	DHR, DCFS Attn: Constituent Services (pub/co agencies) 2 Peachtree St. NW, 18 Floor, Cube 497 Atlanta, GA 30303 Fax: (404) 657-4483 Yvonne Davenport (404) 463-2239	Form: Yes  CPS Form to Fill out.pdf  Signed release required? Yes  Methods of transmission: Fax or e-mail to: customer_services_dfcs@dhr.state.ga.us_Attn: Constituent Services  Fee: No  CHILD PROTECTIVE SERVICES CLEARANCES:  Private Agencies, with a contract with DFCS concerning youth in the custody

Updated April 19, 2016

		of the Division: Cpsscreening@dhs.ga.gov  MANAGER: Carla Simms, 404-651-7291  International Adoptions, Public State Agencies and Pending Adoptions with a Superior Court Order:  FAX: 1-404-657-4483  E-MAIL: customer services dfcs@dhs.ga.gov (underscore between customer and services and services and dfcs).
Guam	Bureau of Social Services Administration Department of Public Health & Social Services 194 Hernan Cortez Avenue Hagatna, Guam 96910  Phone: (671) 475-2653/2672 Fax: (671) 477-0500 E-mail: Linda.rodriguez@dphss.guam.gov	Form: No Form Required? No. Print request for information on letterhead.  Signed release required? Yes  Methods of transmission: Will accept e-mail or Fax to expedite process, but requires original form by mail to release information.  Fee: No

# Updates for information listed here should be directed to: <u>Lynnette.White-Bowen@DSS.CA.GOV</u>

NOTE to California FFH and FFAs: When completing another state's form, CDSS Adam Walsh Unit must always be the "Requestor." NOTE to California County Licensing Agencies: When completing another state's form, always identify your office as the "Requestor."

#### The subject of the inquiry is NOT the "Requestor."

State	Contact Information	Procedures / Forms
Hawaii	Oahu Child Welfare Services Section 3 Attn: Tonia Mahi 420 Waiakamilo Road, #300A Honolulu, HI 96817 Phone: (808) 832-0609 Fax: (808) 832-0628	Form Required? Yes. Go to: HI Form  Methods of transmission: Mail original consent forms.  Fee: No  Website: http://humanservices.hawaii.gov/ssd/backgroundcheck/
Idaho	Idaho Department of Health & Welfare Criminal History Unit 1720 Westgate Drive, Suite A Boise, ID 83704  Phone: (208) 332-7990 Fax: (208) 332-7991 crimhist@dhw.idaho.gov  Contact: Fernando Castro, Program Supervisor  E-mail: castrof@dhw.idaho.gov	Website: <a href="https://chu.dhw.idaho.gov">https://chu.dhw.idaho.gov</a> Form: The form found on the website is the authorization from the subject of the search to complete the Idaho Child Protection Registry Check. Additional documentation should be included to clarify request specifics.  Go to: <a href="mailto:lnstructions">lnstructions</a> Is the Form Required? Yes.  Signed release required? Yes — signed and notarized.  Methods of transmission: Mail, fax, e-mail with attachment scanned in PDF format. E-mail to: <a href="mailto:crimhist@dhw.idaho.gov">crimhist@dhw.idaho.gov</a> Fee: \$20 per search. Will accept check or money order payable to IDHW that accompanies the request. Note: Processing fees are reimbursable under Title IV-E administrative expenses.

Updated April 19, 2016

Illinois	Department of Family & Children Services 406 E. Monroe Street, Station 30 Springfield, IL 62701	Form: CFS 689 Authorization for Background Check www.state.il.us/dcfs  Form Required? Yes (unless for child protective service investigation) Send as PDF format
	Fax: (217) 782-3991 Attn: SCR PCU	Signed release required? Yes (unless for investigation)
	Contact: SCR PCU Phone: (217) 557-0758	Methods of transmission: Mail, fax or e-mail  Please specify on the subject line as:
	E-mail:cfs689background@illinois.gov	Out-of-State Child Welfare Fee: No
Indiana	Indiana Department of Child Services Background Check Unit 302 W. Washington Room E306-MS08 Indianapolis, IN 46204  Phone: (317) 234-5001 Fax: (317) 234-4633  Contact: Cindy Hewett E-mail: Background.CheckUnit@dcs.IN.gov	Form: Yes 52802 (R5/8-13)/CW2128 (complete form on-line) http://www.in.gov/dcs/2363.htm form name is actually "Indiana Request for Child Protective Service (CPS) History Check".  Form Required? Yes – Be sure to use current form. Always include maiden and all married names for female applicants. If you have not received a response, please call – do not send second request. Information will only be provided to CA Social Services.  Signed release required? Yes  Methods of transmission: Fax or mail
	Dackground.OneckOnit@dcs.ini.gov	Fee: No

## Updates for information listed here should be directed to: <u>Lynnette.White-Bowen@DSS.CA.GOV</u>

NOTE to California FFH and FFAs: When completing another state's form, CDSS Adam Walsh Unit must always be the "Requestor." NOTE to California County Licensing Agencies: When completing another state's form, always identify your office as the "Requestor."

### The subject of the inquiry is NOT the "Requestor."

State	Contact Information	Procedures / Forms
	Iowa Central Abuse Registry Iowa Department of Human Services 1305 E. Walnut, 5 <sup>th</sup> Floor, Hoover Bldg. Des Moines, IA 50319	Form: 470-0643 Request for Child Abuse Information Go to: WWW.DHS.IOWA.GOV  Form Required? Yes http://dhs.iowa.gov/sites/default/files/470-0643.pdf
lowa	Phone: (515) 362-7404 Fax: (515) 564-4112 E-mail: DHSAbuseRegistry@dhs.state.ia.us Contact: Linda Chagoya	Signed release required? No  Methods of transmission: E-mail is preferred; placing the word "confidential" in the subject line will ensure messages travel as appropriate through our security filter. Fax is also acceptable.  Fee: No
Kansas	Kansas Department of Children & Families/PPS 555 S. Kansas Ave., 4 <sup>th</sup> Floor Topeka, KS 66603  Phone: (785) 246-7961 or (785) 296-4377 Fax: (866) 317-4279  Contact: Child Abuse/Neglect Central Registry E-mail: centralregistry@dcf.ks.gov	Form: CPS 1011 Child Abuse and Neglect Registry Release of Information Rev. 7/2015 Go to: KS Form Form Required? Yes  Signed release required? No  Methods of transmission: E-mail preferred if no payment required.  Fax accepted if no payment required  Mail only if submitting payment  Fee: No fee for state agencies, all others must pay \$10 per form.  Website:

This document changes frequently, always refer to the latest version on the CDSS Adam Walsh Page http://ccld.ca.gov/AdamWalshl\_2609.htm

Updated April 19, 2016

Kentucky	Cabinet for Health & Family Services Department for Community Based Services Records Management Section 275 East Main Street, 3E-G Frankfort, KY 40621  Phone: (502) 564-3834 Fax: (502) 564-9554  Contact: Erika Bauford E-mail: erikad.bauford@ky.gov	Foster and Adoptive Parent Applicants Form- No form required. Type your request on your agency letterhead. Include reason for your request, applicant(s) full name, maiden name (if applicable), date of birth, and full social security number. Agency representative needs to sign the request letter.  Signed release required? No Methods of transmission: Mail, fax, or e-mail Fee: No http://chfs.ky.gov/dcbs/adamwalshforms.htm  For Employment/Volunteer Background Checks, contact Erika Bauford.
Louisiana	Louisiana Department of Children and Department of Children &Family Services - CW Attention CPS Intake P.O. Box 3318 Baton Rouge, LA 70821  Phone: (225) 342-1554 Fax: (225) 342-3480 Linda Carter, Section Administrator  E-mail:  DCFS.ChildProtectiveServices@LA.GOV	Form: No  Form Required? No. Print request on letterhead. Include Name, Aliases; DOB; SSN; Race/Ethnicity, Last Known Address in Louisiana.  Signed release required? Yes  Methods of transmission: E-mail (preferred), Fax, or Mail  Fee: No <a href="http://www.dcfs.louisiana.gov">http://www.dcfs.louisiana.gov</a>

# Updates for information listed here should be directed to: <u>Lynnette.White-Bowen@DSS.CA.GOV</u>

NOTE to California FFH and FFAs: When completing another state's form, CDSS Adam Walsh Unit must always be the "Requestor." NOTE to California County Licensing Agencies: When completing another state's form, always identify your office as the "Requestor."

#### The subject of the inquiry is NOT the "Requestor."

State	Contact Information	Procedures / Forms
Maine	DHHS, Office of Child & Family Services Child Protective Intake Unit 2 Anthony Avenue, SHS #11 Augusta, ME 04333 Phone: (800) 452-1999 ext. 2 Contact: Child Protective Intake Fax: (207) 287-5065	Form: No Form Required? No. Print request on letterhead.  Signed release required? No Methods of transmission: Mail or fax.  Fee: No
Maryland	Maryland Department of Human Resources In-Home Services Social Services Administration 311 W. Saratoga Street, Room 553 Baltimore, MD 21201  Contact Center Verification for Foster Care Phone: (800) 332-6347	Form: DHR/SSA 1279 Consent for Release of Information/Background Clearance Request.  Form Required? Yes  Signed release required? Yes and notarized.  Methods of transmission: Original signature required, mail only.  Fee: No  Website
Massachusetts	Massachusetts Department of Children & Families Attn: CORI Unit 600 Washington Street, 6 <sup>th</sup> Floor	Form: No Form Required? No. Print request on letterhead. Signed release required? Yes and notarized.

Updated April 19, 2016

	Boston, MA 02111  Phone: (617) 748-2079 Toll Free: (800) 792-5200 Fax: (617) 439-9027  Contact: Kim Sportman E-mail: kim.sportman@state.ma.us	Methods of transmission: Mail only and include a SASE.  Fee: No  Website
Michigan	Michigan Department of Health & Human Services Division of Child Welfare Licensing P.O. Box 30650 Lansing, MI 48909 Phone: (517) 284-9714 Toll free: (866) 685-0006 Fax: (517) 284-9719 Contact: Ann LaHaine E-Mail: Lahainea@michigan.gov	Form: No  Form Required? No. Print request on letterhead & include following: reason for request, family names, DOB, SS#.  Signed release required? No  Methods of transmission: Mail or fax  Fee: No  Website

Updates for information listed here should be directed to: <u>Lynnette.White-Bowen@DSS.CA.GOV</u>

NOTE to California FFH and FFAs: When completing another state's form, CDSS Adam Walsh Unit must always be the "Requestor." NOTE to California County Licensing Agencies: When completing another state's form, always identify your office as the "Requestor."

The subject of the inquiry is NOT the "Requestor."

State	Contact Information	Procedures / Forms
Minnesota	Minnesota Department of Human Services Background Studies Unit P.O. Box 64242 St. Paul, MN 55164-0242 Phone: (651) 431-6603 Fax: (651) 297-1490 Contact: Lori Steffan or Stephan Sarumi	Form: Consent/Authorization for Release of Information from Minnesota Child Abuse and Neglect Registry. Form Required? Yes Signed release required? Yes Methods of transmission: Mail Fee: \$20 to Minn. Dept. of Human Services, Note: Processing fees are reimbursable under Title IV-E administrative expenses.  Website
Mississippi	Department of Human Services Protection Unit P.O. Box 352 Jackson, MS 39205-0352  Toll-Free: (800) 222-8000 Phone: (601) 359-4487 Fax: (601) 576-2584  Contact: Pearl Holloway	Form: Specified format required – request example call contact #.  Signed release required? Yes, with witness.  Methods of transmission: Mail, include SASE or send e-mail to mscentralregistry@mdhs.ms.gov  Fee: No
Missouri	Missouri Department of Social Services Children's Division P.O. Box 88 Jefferson City, MO 65103  Phone: (573) 751-2330 Fax: (573) 751-2607  Contact: Sara Smith	Form: See Website  Form Required? Yes.  Signed release required? Yes  Methods of transmission: Mail, e-mail or fax.  Fee: No

Updated April 19, 2016

	Background & Screening Unit E-mail: Sara.E.Smith@dss.mo.gov	Website : http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/crimRecChk .html (SHP-159)
Montana	Montana Child & Family Services Division Records Request P.O. Box 8005 Helena, MT 59604-8005  Phone: (406) 841-2400 Fax: (406) 841-2487	Form: MT Form  Form Required? Yes Signed release required? Yes & notarized.  Methods of transmission: Mail (if requesting by mail send SASE) or fax. Fee: No Website
Nebraska	Nebraska Health & Human Services Division of Children & Family Services P.O. Box 95026 Lincoln, NE 68509-5026  Phone: (402) 471-9272 Fax: (402) 471-9034  Contact: CPS Central Registry	Form: Yes  Form: NE Form Signed release required? Yes Methods of transmission: Mail or fax. Fee: No Organization Registration Form: http://dhhs.ne.gov/CFSCentralRegistry  Website

Updates for information listed here should be directed to: <u>Lynnette.White-Bowen@DSS.CA.GOV</u>

NOTE to California FFH and FFAs: When completing another state's form, CDSS Adam Walsh Unit must always be the "Requestor." NOTE to California County Licensing Agencies: When completing another state's form, always identify your office as the "Requestor."

The subject of the inquiry is NOT the "Requestor."

State	Contact Information	Procedures / Forms
Nevada	Nevada Central Registry Nevada Division of Child & Family Services 4126 Technology Way, 3rd Floor Carson City, NV 89706  Fax: (775) 684-4456  Contact: Bruce Cole(775) 684-7941	Form: FPO 0515: Request for Child Abuse/Neglect Screening Go to: http://dcfs.nv.gov/uploadedFiles/dcfsnvgov/content/Forms/FPO FPO 0515A Re quest for ChildAbuseAndNeglectScreening.doc  Form Required? Yes  Signed release required? No (signed release required for Employer requests only).  Methods of transmission: Mail or fax.  Fee: No
New Hampshire	NHDCYF Central Registry 129 Pleasant Street Concord, NH 03301  Phone: (603) 271-8383 Fax: (603) 271-4729  Contact: Susan Hallett-Cook	Form: 2202A Central Registry Name Search Authorization Release of Information to Third Party. Go to: http://www.dhhs.nh.gov/hr/documents/registry.pdf Form Required? Yes  Signed release required? Yes - Notarized  Methods of transmission: Mail ,original required, include SASE.  Fee: No  Website
New Jersey	Department of Children & Families Office of Licensing/CARI Unit P.O. Box 717 Trenton, NJ 08625-0717	Form: Yes Form Required: CHILD ABUSE RECORD INFORMATION FORM. See New Jersey Website for instructions.

Updated April 19, 2016

	Phone: (609) 888-7711 Toll-Free: (877) 667-9845 Contact: Judith Williams	Signed release required? Yes  Methods of transmission: Mail, original signature required, include SASE.  Fee: No  Website
New Mexico	CYFD Protective Services CRC Unit Room 225 P.O. Drawer 5160 Santa Fe, NM 87502 Phone: (505) 827-8400 Contact: Ask for CRC Unit	Form: Yes – Abuse & Neglect Check for Prospective Foster/Adoptive Parents Form Required? Yes, go to website for form.  Signed release required? Yes – Notary Required  Methods of transmission: Mail - Original Signature Fee: No Website: <a href="https://cyfd.org/for-providers/info-and-manuals">https://cyfd.org/for-providers/info-and-manuals</a> E-mail: <a href="https://cyfd.org/for-providers/info-and-manuals">CYFD.PSCriminalReco@state.nm.us</a>

# Updates for information listed here should be directed to: Lynnette.White-Bowen@DSS.CA.GOV

NOTE to California FFH and FFAs: When completing another state's form, CDSS Adam Walsh Unit must always be the "Requestor." NOTE to California County Licensing Agencies: When completing another state's form, always identify your office as the "Requestor."

#### The subject of the inquiry is NOT the "Requestor."

State	Contact Information	Procedures / Forms
New York	Office of Children & Family Services New York State Central Register P.O. Box 4480 Albany, NY 12204  Form Info: (518) 474-5297 Phone: (518) 474-8740 Fax: (518) 486-3424  Contact: Roberta Frederick	Form: Adam Walsh Authorization for Request for Information.  Form Required? Yes – NY Form Type Adam Walsh in search field.  Signed release required? Yes - notarized  Methods of transmission: Mail only, original required.  Fee: No  Website:
North Carolina	N.C. Division of Social Services 820 S. Boylan Avenue, MSC 2408 Raleigh, North Carolina 27699-2408 Attn: RIL Fax: (919) 715-6714 Contact: Child Welfare Policy Section Phone: (919) 527-6340	Form Required? Yes DSS-5268  Form: NC Form  Instructions: Website
North Dakota	Department of Human Services Children & Family Services 600 E. Boulevard Avenue, Dept 325 Bismarck, ND 58505-0250  Phone: (701) 328-1846 Fax: (701) 328-3538  Contact: Tara Reed E-mail: dhscfscbc@nd.gov	Form: SFN 433 Child Abuse and Neglect Background Inquiry.  ND Form  Form Required? Yes  Signed release required? Yes, part of SFN 433.  Methods of transmission: Faxed, E-mailed, or mailed.  Fee: No  Website

Updated April 19, 2016

Form: No Ohio Department of Job & Family Methods of transmission: E-mail to Barbara Parker, fax or US Services Mail. E-mail transmission is preferred. Office of Families & Children Request must be submitted on the agency letterhead. P.O. Box 183204 Request must state that searches are required for the Adam Walsh Columbus, OH 43218-3204 Child Protection and Safety Act of 2006 (or AWA) and the subject of the searches previously resided in Ohio. Phone: (614) 752-1298 Note the specific reason searches are required; e.g., prospective (866) 635-3748 OPTION 2 Ohio foster parent or applicant for a U.S. adoption. Request should state the full names of individuals requiring searches, Fax: (614) 728-6726 including maiden or other names used; date of birth, Social Security Number and, optionally, home address while living in Ohio. Contact: Barbara Parker E-mail: Barbara.Parker@jfs.ohio.gov Signed release required: No Janice Blue Fee: No E-mail: Janice.blue@jfs.ohio.gov Website: http://jfs.ohio.gov/ocf/childprotectiveservices.stm

Updates for information listed here should be directed to: <u>Lynnette.White-</u>Bowen@DSS.CA.GOV

NOTE to California FFH and FFAs: When completing another state's form, CDSS Adam Walsh Unit must always be the "Requestor." NOTE to California County Licensing Agencies: When completing another state's form, always identify your office as the "Requestor."

#### The subject of the inquiry is NOT the "Requestor."

State	Contact Information	Procedures / Forms
Oklahoma	Request Processing Worker  David Burgess  OK Department of Human Services Children & Family Services Division Attn: David Burgess P.O. Box 25352 Oklahoma City, OK 73125  Office: (405) 522-4051 Fax: (405) 521-4373  E-mail: David.Burgess@okdhs.org  Request Processing Supervisor  Charlotte Kendrick LCSW Program Administrator-Protection & Prevention OKDHS - Child Welfare Services  Office: (405) 521-3811  E-mail: Charlotte.Kendrick@okdhs.org	Form: Requesting Agency Letterhead Signed Release Required? No  Method of Transmission: Preferred E-mail – <a href="mailto:caniscps@okdhs.org">caniscps@okdhs.org</a> Other – FAX 405-521-4373 Requests must be made by e-mail to <a href="mailto:caniscps@okdhs.org">caniscps@okdhs.org</a> or fax to 405-521-4373 and should include the purpose of the request, names/identifying information of family members for which history is being requested, and a return e-mail address and fax number. Please DO NOT E-MAIL THE REQUEST DIRECTLY TO THE PROCESSING WORKER'S PERSONAL E-MAIL AS IT WILL NOT BE RESPONDED TO.  Requests may take up to four to six weeks to process.  Specific case scenarios that require a more expedient response must be justified in the request.  *****Please note: Oklahoma does not have a public child abuse registry. Oklahoma State Statutes are very specific as to what Child Welfare Services information maintained by the Oklahoma Department of Human Services can be released. Such records may only be made available when a current child abuse and neglect investigation is being conducted on an individual(s) by a child protective services agency, a district attorney's office, or a public law enforcement agency. Otherwise a court order rendered in Oklahoma is required for release of child abuse and neglect information. Requests for history for any other purpose, including foster care and placement will be sent a response letter stating the above information. Furthermore per Social Security Act, 42 U.S.C. § 671 once a State has verified that another State does not maintain a CAN registry, the requesting State is not required to keep making requests to that State to make a registry check. States that do not maintain a CAN registry are not required by section 471(a)(20)(C)(ii) of the Social Security Act to provide child abuse and neglect information to a requesting State on adult members of a prospective foster or adoptive parent's home.
Oregon	Oregon Department of Human Services - Background Check Unit P.O. Box 14870 Salem, OR 97309-5066 Fax: (503) 378-6314	Form Required? No. Signed release required? No  Put request on agency letterhead. Include the full name, maiden name, any other akas of each applicant, their gender, DOB, SS#, reason for request: adoption or foster. Requests should state that the information is required to

This document changes frequently, always refer to the latest version on the CDSS Adam Walsh Page http://ccld.ca.gov/AdamWalshl 2609.htm

Updated April 19, 2016

	Attn: Adam Walsh Coordinator	comply with the Adam Walsh Child Protection and Safety Act of 2006.
	E-mail: Adam-Walsh.Oregon@state.or.us	You may e-mail your request to <a href="mailto:Adam-Walsh.Oregon@state.or.us">Adam-Walsh.Oregon@state.or.us</a> attach the letterhead document.) The results will be securely e-mailed back.  Methods of transmission: E-mail, fax or mail
		Wethous of transmission. E-mail, tax of mail
	ChildLine & Abuse Registry Department of Public Welfare P.O. Box 8170 Harrisburg, PA 17105-8170	Form: CY 113 Pennsylvania Child Abuse History Clearance Form Form Required? Yes RELEASE FORM: Signed release required? No, but In order for the results to be mailed to a third party each applicant will have to complete the attached form and have it mailed
Pennsylvania	Phone: (717) 783-4571 Toll-Free: (800) 932-0313	in with the PCAHC (CY-113). Go to: <b>KeepKidsSafe.PA.gov</b> for forms. Methods of transmission: Original signature required, mail only.
	Contact: Tracey Isom	mounded of transmission. Original signature required, mail only.
	E-mail: Tlsom@state.pa.us	Fee: \$ 8.00 fee to Dept. of Public Welfare  Website

Updates for information listed here should be directed to: <a href="mailto:Lynnette.White-Bowen@DSS.CA.GOV">Lynnette.White-Bowen@DSS.CA.GOV</a>

NOTE to California FFH and FFAs: When completing another state's form, CDSS Adam Walsh Unit must always be the "Requestor." NOTE to California County Licensing Agencies: When completing another state's form, always identify your office as the "Requestor."

The subject of the inquiry is NOT the "Requestor."

State	Contact Information	Procedures / Forms
Puerto Rico	Directora Centro Estatal P.O. Box 194090 San Juan, PR 00919-4090  Phone: (787) 625-4900 ext 1728 Contact: Lisa Agosto Carrasquillo Or Melissa Viana-Salas ext. 1726	Form: Yes Form Required? Yes – attached on the bottom of this list. Signed release required? No Methods of transmission: ejrivera@adfan.pr.gov Fee: No Not clear if there is a registry for child abuse. There is a sexual offender registry.
Rhode Island	Rhode Island State Central Registry & Child Abuse Hotline DCYF 101 Friendship St, 2nd Floor Providence, RI 02903  Phone: (800) 742-4453 (401) 528-3842 Fax: (401) 528-3480  Contact: Jan Mitchell E-mail: Maria.butts@dcyf.ri.gov	Form: No Form Required? Request on state letterhead.  Signed release required? Yes, and witnessed.  Methods of transmission: US mail only.  Fee: \$10.00 make check payable to: General Treasurer, State of Rhode Island.  Website
South Carolina	South Carolina Department of Social Services Central Registry P.O. Box 1520 Columbia, SC 29202-1520  Phone: (803) 898-7318 Fax: (803) 898-7641  Contact: Barbara Atiba or Faye Chandler  E-mail: Barbara.Atiba@dss.sc.gov Faye.Chandler@dss.sc.gov	Form: DSS Form 3072 Consent to Release Information. Go to: SC Form Form Required? Yes.  Signed release required? Yes, witnessed or notarized.  Methods of transmission: Original signature required, mail only.  Fee: \$8  Website: www.state.sc.us/dss

Updated April 19, 2016

South Dakota	Department of Social Services/CPS 700 Governors Drive Pierre, SD 57501-2291  Phone: (605) 773-3227 FAX: (605) 773-6834  Contact: Nicole LeBeau E-mail: nicole.lebeau@state.sd.us	Form: Yes. Contact by phone for instructions. Form Required? Yes Signed release required? Yes, witnessed and notarized.  Methods of transmission: Mail, original required. Fee: No
Tennessee	Genora Wilson, CPS History Search Specialist CPS History Searches and Due Process Review Tennessee Dept. of Children's Services 436 – 6 <sup>th</sup> Avenue North Cordell Hull Bldg, 8 <sup>th</sup> Floor Nashville, TN 37243  Phone: (615) 532-9856	Form: Yes Form Required? Yes Signed release required? Yes A copy of the person's signed "authorization to release information" specifically stating information is to be released from Tennessee Department of Children's Services to your agency. NOTE: This is NOT a TN form. This is a form that your agency should have, giving permission for "your" agency to "request" the information and "our" agency (TN Department of Children's Services)" to "release" any CPS history information to "you".  Send a cover letter on your agency's letterhead briefly stating the reason you are requesting a central registry search. Methods of transmission: E mail ONLY: EI DCS CPS CentralRegistryCheck@tn.gov (Note: if typed, spaces are underscored) In the subject line enter Out of State Request along with applicant's first initial and last name. Fee: No Website ctrl click and then search for Form CS-0741. Complete form and send in Word format.

Updates for information listed here should be directed to: <u>Lynnette.White-Bowen@DSS.CA.GOV</u>

NOTE to California FFH and FFAs: When completing another state's form, CDSS Adam Walsh Unit must always be the "Requestor." NOTE to California County Licensing Agencies: When completing another state's form, always identify your office as the "Requestor."

The subject of the inquiry is NOT the "Requestor."

	The daugest of the inquiry is the time in equation.		
State	Contact Information	Procedures / Forms	
Texas	Texas Department of Family & Protective Services Centralized Background Check Unit P.O. Box 149030 Mail Code 121-7 Austin, TX 78714-9030  1-800-645-7549 Fax: (512) 339-5871  Contacts: 1-800-645-7549	Form: 2970 Request for Child Abuse/Neglect Central Registry. Effective August 1, 2014, use revised form dated JUNE 2014. Form Required? Yes  Signed release required? Yes, witnessed AND notarized  Please Notice: DFPS Centralized Background Check Unit (CBCU) now accepts Central Registry requests electronically. Requestors can scan/e-mail the 2970 form directly to: TXAbuseNeglectBGC@dfps.state.tx.us or fax to: (512) 339-5871. If you have questions or are seeking the status of a check, you can utilize the e-mail address or call the Support Line (1-800-645-7549). CBCU will continue to accept the 2970 by regular mail, as well. Requestors should access the most current form by going to the DFPS website and searching for the 2970 form, found here: http://www.dfps.state.tx.us/site_map/forms.asp  IF this request is for a CPS investigation:  SWI (Statewide Intake) takes requests like these. The caseworker needs to put their request on their state agency's letterhead and fax it to: 800-647-7410. The letterhead should include as many identifiers as possible on the subjects of the BGC, including any prior addresses. SWI can be reached at 1-800-252-5400. Fee: No  Website	
Utah	Division of Child & Family Services Department of Human Services Attn: Background Screening 195 North 1950 West	Form: http://dcfs.utah.gov/pdf/forms/InformedConsent.pdf NEW FORM REVISED JANUARY 2016 Form Required? Yes	

Updated April 19, 2016

	Salt Lake City, UT 84116	ID Needed: Client driver's license or passport
	Phone: (801) 538-4466 Fax: (801) 538-3993  Contact: Nora Wilson E-mail: norawilson@utah.gov	Signed release required? Yes Methods of transmission: Mail , fax or e-mail, also include a copy of the person's picture identification Fee: No Website
	Child Abuse Registry Unit DCF/Family Services Division 103 South Main Street, Osgood 3 Waterbury, VT 05671-2401	Form: Request for Information from the Vermont Child Protection Registry <a href="http://dcf.vermont.gov/sites/dcf/files/pdf/Registry_Self_Check.pdf">http://dcf.vermont.gov/sites/dcf/files/pdf/Registry_Self_Check.pdf</a> Form Required? Yes
Vermont	Phone: (802) 871-6474 Fax: (802) 241-3301  Contact: Dianne Jabar	Signed release required? Yes  Methods of transmission: U.S. Mail, include SASE. Fee: No
	E-mail: <u>Dianne.jabar@state.vt.us</u>	http://dcf.vermont.gov/child_protection_registry
Virginia	Virginia Department of Social Services Child Abuse Central Registry Unit OBI Search Unit 801 East Main Street, 6th Floor Richmond, VA 23219-2901	Form: 032-02-0151-12 Central Registry Release of Information Form Go to: <a href="https://www.dss.virginia.gov">www.dss.virginia.gov</a> Form Required? Yes  Signed release required? Yes, and notarized (complete Certification section of
	Phone: (804) 726-7567 Toll-Free: (800) 552-7096 Fax: (804) 726-7897	form and attach notary form).  Methods of transmission: Original signature required, mail only.  Fee: Yes - \$10 (EFFECTIVE 08/18/2015)
	Contact: Betty Whittaker, Central Registry Supervisor E-mail: <a href="mailto:betty.whittaker@dss.virginia.gov">betty.whittaker@dss.virginia.gov</a>	Website:

Updates for information listed here should be directed to: <u>Lynnette.White-Bowen@DSS.CA.GOV</u>

NOTE to California FFH and FFAs: When completing another state's form, CDSS Adam Walsh Unit must always be the "Requestor." NOTE to California County Licensing Agencies: When completing another state's form, always identify your office as the "Requestor."

The subject of the inquiry is NOT the "Requestor."

	The subject of the inquiry is NOT the Requestor.		
State	Contact Information	Procedures / Forms	
Virgin Islands	Department of Human Services Children & Family Services Division Intake and Emergency Services Knud Hansen Complex 1303 Hospital Ground St. Thomas, VI 00802  Phone: (340) 774-0930 ext 4393 Fax: (340) 774-0082  Contact: Carla Benjamin, Administrator E-mail: carla.benjamin@gmail.com Janet Turnbull-Krigger, Administrator E-mail: turnbullkrigger@yahoo.com	Form: No, Place request information on letterhead Signed release required? No Method of transmission: e-mail Fee: no	
Washington	DSHS Children's Administration, FISCAL NCIC Access Unit Central Intake Office Attn: CAN History Check P.O. Box 45710 Olympia, WA 98504-5710 Phone: (800) 562-5624	Form: Washington State Child Abuse and Neglect Findings Request.  Form Required? Yes and TYPED.  Signed release required? Yes  Methods of transmission: Mail, e-mail and fax.	

Updated April 19, 2016

	Fax: (206) 464-7464  Contact: Lucy McCornell  E-mail:  CANhistorychecks@dshs.wa.gov.	Fee: \$20.00
West Virginia	West Virginia Department of Health & Human Resources 350 Capitol Street, RM 691 Charleston, WV 25301  Phone: (304) 558-4408 Toll-Free: (800) 352-6513 Fax (304) 558-5354  Contact: Cher O'Brien E-mail: fc697@wvdhhr.org	Form: BCF-PSRC Authorization and Release for Protective Services Record Check Go to: WV Form Form Required? Yes New FORM and New INSTRUCTIONS effective 3/1/2014. Signed release required? Yes, require original signature.  Methods of transmission: Original signature required; mail only.  Fee: No Website:
Wisconsin	Department of Safety and Permanence 201 E. Washington Street Madison, WI 53703  E-Mail Address:  CWBckgrdRequests@wisconsin.gov  Fax: (608) 226-5521	Form: http://dcf.wisconsin.gov/forms/doc/5065.doc Form Required? YES Signed release required? Yes Methods of transmission: E-Mail or fax. Fee: Not at state level but counties may charge a fee. No Central Registry Website

Updates for information listed here should be directed to: <u>Lynnette.White-Bowen@DSS.CA.GOV</u>

NOTE to California FFH and FFAs: When completing another state's form, CDSS Adam Walsh Unit must always be the "Requestor." NOTE to California County Licensing Agencies: When completing another state's form, always identify your office as the "Requestor."

The subject of the inquiry is NOT the "Requestor."

can jost of the inquiry is not inquired.							
State	Contact Information	Procedures / Forms					
	Department of Family Services 2300 Capitol Avenue 3 <sup>RD</sup> Floor Cheyenne, WY 82002	Form: SS-26EX Application for Child Abuse/Neglect and Adult Central Registry Screens and Wyoming Criminal History Record Prescreens.  WY Form					
	Phone: (307) 777-5894 Fax: (307) 777-3693	Form Required? Yes, include all pages and a Self-Addressed Envelope.					
Wyoming	Contacts: Stephanie Ross (307) 777-5894	Signed release required? Yes with original signature.					
, ,	OR Heidi Teasley	Methods of transmission: Original signature required, mail only.					
	(307) 777-5491	Fee: \$10.00 (Waived for a state agency request). Website					
	E-mail: sross@wyo.gov						
	heidi.teasley@wyo.gov						

Updates for information listed here should be directed to: <a href="mailto:Lynnette.White-Bowen@DSS.CA.GOV">Lynnette.White-Bowen@DSS.CA.GOV</a>

**PUERTO RICO FORM BELOW** 

GOBIERNO DE PUERTO RICO
DEPARTAMENTO DE LA FAMILIA
ADMINISTRACION DE FAMILIAS Y NIÑOS
CENTRO ESTATAL DE PROTECCION A MENORES
REGISTRO CENTRAL DE CASOS DE PROTECCION

## SOLICITUD DE BUSQUEDA DE ANTECEDENTES DE MALTRATO, MALTRATO INSTITUCIONAL, NEGLIGENCIA Y NEGLIGENCIA INSTITUCIONAL

	Nombre de la Agencia o Individuo Solicitante				
	Dirección Post	al		<u></u>	
	Dirección Resi	dencial	<del>ni, a Bergini pang</del>		
Número de Teléfono	Número de Fa	XX.	Gorreo Elec	žřánico	
Propósito de la Búsqueda:					
☐ Adopción	□Adopción Privada	□ Comunidad			
☐Cuidado Sustituto		OOtros: Especifiqu	ie.		
Licenciamiento	☐Servicios Interagenciale		-		
Parte II: Complete la Inforr Datos de Identificación:	nación sobre la Persona de	Quien se Hace la Búsq	ueda de Ante	cedentes:	
**	nación sobre la Persona de Inicial	Apel	idos:	cedentes:	
Datos de Identificación:	Inicial	Apell		cedentes:	
Datos de Identificación:	Inicial Año) Edad	Apel	idos:	cedentes:	
Datos de Identificación:  Nombre  Fecha de Nacimiento (Dia/Mes/	Inicial Año) Edad  XX-XX- Esta	Apel/ Génerø: □F I	idos:	cedentes:	
Datos de Identificación:  Nombre  Fecha de Nacimiento (Dia/Mes/ Número de Seguro Social: X Dirección de los Últimos Cir Direcciones (Comenzando con	Inicial Año) Edad  XX-XX- Esta	Apell Género: □F I atus Civil:	idos:	Hasta	
Datos de Identificación:  Nombre  Fecha de Nacimiento (Día/Mes/ Número de Seguro Social: X Dirección de los Últimos Cir Direcciones (Comenzando con	Inicial  Año) Edad  (XX-XX- Ésta  ico (5) Años: ila más reciente, identifique Barrio,	Apell Género: □F I atus Civil:	idos JM Desde		
Datos de Identificación:  Nombre  Fecha de Nacimiento (Día/Mes/ Número de Seguro Social: X Dirección de los Últimos Cir Direcciones (Comenzando con	Inicial  Año) Edad  (XX-XX- Ésta  ico (5) Años: ila más reciente, identifique Barrio,	Apell Género: □F I atus Civil:	idos JM Desde	Hasta	
Datos de Identificación:  Nombre:  Fecha de Nacimiento (Dia/Mes/ Número de Seguro Social: X  Dirección de los Últimos Cir Direcciones (Comenzando cor S  Dirección 1:	Inicial  Año) Edad  (XX-XX- Ésta  ico (5) Años: ila más reciente, identifique Barrio,	Apell Género: □F I atus Civil:	idos JM Desde	Hasta	
Datos de Identificación:  Nombre  Fecha de Nacimiento (Día/Mes/ Número de Seguro Social: X Dirección de los Últimos Cir Direcciones (Comenzando con S Dirección 1:	Inicial  Año) Edad  (XX-XX- Ésta  ico (5) Años: ila más reciente, identifique Barrio,	Apell Género: □F I atus Civil:	idos JM Desde	Hasta	

			MAL	SOLIC ITRATO INSTI	TÜÇIDI TÜÇIDI	EBUSQ IAL, NEC	gligencia y negligencia institucional Deda de antecedenta institucional
Ocupación del Solicitante:  Lugar Anterior de Trabajo:			Luga	r Actua	il de	Trab	ajo:
¿Ha trabajado en alguna institución de servi    Centro de Cuido	iveni o	- Andrews	□C □H □C (A	entro d ogar de entros I dicción alud)	e Tra Cria Resid , Alc	itam inza lenci ohol	iales de Rehabilitación ismo, Salud Mental y de
Datos de Identificación de los Miembros o propios/as, hijastros/as, hijos/as de crianza usted)	, aun	que }	va sean	r Actua adultos	al: (l s/as	ncluy y ac	ya nombres de: hijos/as tualmente no vivan con
Apellidos, Nombre (Adultos)	1	Fecha lacim   Mes	ento	Edad	Se IM	xo F	Relación con el/la Solicitante
40.000							
Apellidos, Nombre (Menores de 18 Años de Edad)						Section (Section )	
			7.117				
Datos de Identificación de los Miembros del esposas/os anteriores, hijos/as propios/as, vivan con usted)	hijast	leo Fa tros/a Fecha	s, hijos,	interioi 'as de i	r (si crian	aplic za, a	aunque actualmente no
Apellidos, Nombre (Adultos)	3.5	recna lacimi   <sub>Mes</sub>	ento	Edad	Se Ni	XO F	Relación con el/la Solicitante
						484	
Apellidos, Nombre (Menores de 18 Años de Edad)		00000000000000000000000000000000000000					
					<u> </u>		
· · · · · · · · · · · · · · · · · · ·							

SOLICITUD DE BUSQUEDA DE ANTEGEDENTES DE MACTRATO, MAETRATO INSTITUCIONAL, NEGLIGENCIA ENEGLIGENCIA INSTITUCIONAL

### Certificación y Consentimiento:1

u otro que requiera asistencia para hacer la solicitud.

Certifico que la información contenida en este formulario, es correcta y autorizo al Centro Estatal, Registro Central de Casos de Protección a Menores, a realizar los procedimientos correspondientes, basados en mi información personal, para certificar el resultado de la búsqueda de antecedentes de Maltrato, Maltrato Institucional, Negligencia y Negligencia Institucional.

Nombre	fima	Día-Mes-Año
Nombre de Testigo de Firma	Ficha .	Día-Mes-Año
Autorizo que el resultado de de esta Forma).	esta búsqueda sea notificado a la Agencia o l	ndividuo Solicitante (Parte
	Nombre	
	Dirección	
Nombre	Firma	Día-Mes- Año
LA/CMC/Idi 11/2010		

This http: